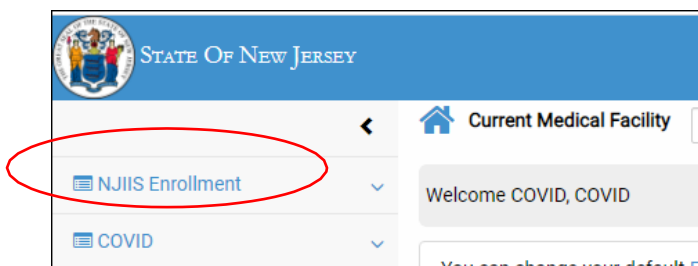




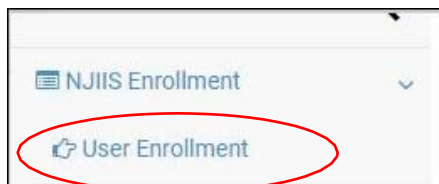
Process for Creating New Users in NJIS

1. Login to NJIS
 - a. Please be sure to log into the specific site that the user you are creating will be associated with, this is specifically important for individuals who have access to multiple facilities.

2. Click NJIS Enrollment in the left dashboard



3. Click the User Enrollment subtab



4. Complete the form for user to be enrolled

A screenshot of the 'User Enrollment and Training Request' form. The form is titled 'User Enrollment and Training Request' and has a blue header. It contains several input fields for user information: Last Name, First Name, Middle Name, Email, Phone, Extn, Address Line 1, Address Line 2, City, State, Zip, County, and Municipality. The 'Add More User' button is highlighted with a red oval. At the bottom right, there are 'Submit' and 'Reset' buttons.

5. Repeat step four as many times as needed to add more users as required.
6. To receive full NJIS access new users will need to register for the Fundamentals Training webinar here: <https://njiis.nj.gov/core/web/index.html#/training>
7. If you have any questions, please click the **Submit a Request** button on the NJIS homepage to open a ticket to reach NJIS staff.